

North West of England Foundation School
2022 Foundation Programme Recruitment:

Welcome Pack &
Local Matching Guidance

(v1.0R, 2022)

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*****Oriel Compatibility – Important Information*****

*The Oriel applicant portal is tested for compatibility with Internet Explorer 11, Safari 7+, Google Chrome 30+, Firefox 24+ and Edge. Oriel is **not compatible** with Internet Explorer 7 – 10. Preferencing should not be completed on smartphones. Please ensure that you use one of these browsers when ranking programme groups and programmes and where possible, the most up to date version of that browser. For technical queries, please contact the technical helpdesk on support@hicom.co.uk*

North West of England Foundation School

Foundation Programme Recruitment - Welcome

Welcome to the North West of England Foundation School.

Congratulations on being allocated to the North West of England Foundation School. We are delighted that you will be joining us for your foundation training, and we are confident that you will find a fantastic range of training opportunities here.

You are reminded that your allocation to our foundation school (UoA) does not equate to an offer of employment and that job offers will be made by your employing organization following satisfactory completion of pre-employment checks.

Section 1:

Matching to Group and Programme

This school will run matching to group and programme as a one-stage process and this will be managed initially offline (not on Oriel) **in batch rounds via email**. Applicants will only be offered one programme allocation during one batch round and will not be eligible for re-entry for further batch round matching. The batch round you are entered into will be dependent on your FP application score and where you are ranked among other applicants on the reserve list. Your reserve list score and position will be shared with you on a separate chart in the coming days, we aim to get this published as soon as we can.

Timeline for Ranking / Allocating to Groups and Programmes

Notification of Allocation to NWEFS: **Thursday 21st April 2022**

Preference Ranking:

Round 1 opens – **Wednesday 11th May 2022**. Vacancies remaining available for this round will be shared with applicants contacted on this date to preference.

Round 1 Programme Ranking Deadline - **Friday 13th May 2022, 12:00**

Round 1 Notification of Match to Programme: **Tuesday 17th May 2022 (estimated)**, 48 hours to accept or decline offer via email.

Round 2 opens – **Tuesday 24th May 2022**. Vacancies remaining available for this round will be shared with applicants contacted on this date to preference.

Round 2 Programme Ranking Deadline – **Thursday 26th May 2022, 12:00**

Round 2 Notification of Match to Programme: **Tuesday 31st May 2022 (estimated)**, 48 hours to accept or decline offer via email.

Round 3 opens – **Tuesday 7th June 2022**. Vacancies remaining available for this round will be shared with applicants contacted on this date to preference.

Round 3 Programme Ranking Deadline – **Thursday 9th June 2022, 12:00**

Round 3 Notification of Match to Programme: **Tuesday 14th June 2022 (estimated)**, 48 hours to accept or decline offer via email.

If required, a further preferencing round will take place between Monday 27th June and Wednesday 29th June, 12pm however this will be communicated with the relevant applicants nearer the time.

Failure to rank your programme preferences by the stated deadline in your batch round will result in you being randomly allocated to a programme group/programme. Late preferences cannot be considered under any circumstances, so please ensure you give yourself sufficient time to complete these stages.

The foundation school will emulate offline the algorithm provided within Oriel to allocate you to a programme. For further information on how the allocation process works, please refer to the 'UKFP 2021 Applicants Handbook'.

Foundation schools **cannot be held accountable for the following**:

- (i) Any missed communication where the applicant has not updated contact details on their Oriel account.
- (ii) Missed communications where the applicant is knowingly without phone reception (e.g. on a long haul flight or abroad on elective placement) and they haven't contacted the school before hand to alert us of potential difficulties.
- (iii) Missed communication where an applicant's service provider has temporarily suspended service e.g. due to an unpaid bill.

After accepting the offer via email (foundation.nw@hee.nhs.uk), you will be manually matched to programme on Oriel by the foundation school and you will be able to access the result of your allocation on your Oriel account approximately one week after you have confirmed your wish to accept the programme. You will need to log in and select your dashboard page to view your result.

Further Information about Trusts and Programmes

Before making your decisions, find out more about the Trusts and the foundation programmes on offer by following the links on our Trust map:

<https://nwpgmd.nhs.uk/f1-f2-training-programmes-2014-2016>

<https://www.nwpgmd.nhs.uk/foundation-training/trust-information>

You may also want to consider e-mailing or phoning the relevant Education Centre and asking to speak to their Foundation Programme / Postgraduate Administrator or some of their current Foundation trainees. We are unable to provide you with trainee contact details here at the foundation school.

Contact details are available at: <https://www.nwpgmd.nhs.uk/foundation-training/medical-education-managers-and-foundation-programme-administrators>

The programme information published on our website is, to the best of our knowledge, accurate at the time of posting. If any site-specific content or weblinks on the map appear out of date, please contact the relevant education centre for an up to date set of information.

Applicants should note that any potential reconfiguration of services across trusts may impact the programme content and/or the location of posts. Any changes will be shared by the employer as soon as they have been notified and approved. The school will ensure that where changes are unavoidable the two-year programme will provide the necessary opportunities for the trainee to achieve the outcomes of the Foundation Curriculum.

How the Matching is done

Matching will be done independently within each batch preferencing round, between the stated submission deadline and notification of match to programme.

All applicants will be ranked in score order (highest – lowest) and given a unique rank. We will work through the rankings starting with the highest rank and will allocate the applicant to their highest available preference where there is a vacancy.

In the event of tied scores the decile score will be used to break the ties. If still tied the SJT score will be used and if there is still a tie after this it will be randomly broken.

Applicants pre-allocated to UoA with Personal Circumstances

Where possible the foundation school will aim to consider any UKFPO approved pre-allocations based on personal circumstances where appropriate. As the school is limited to the vacancies that remain available at this stage in the process, we are unable to guarantee that we can place you in the geographical location you have requested. However, we will try our best to allocate applicants to a site which is still within reasonable commuting distance although this too cannot be guaranteed. If this is not possible, applicants may need to consider accepting the offer as it stands or declining their offer. The foundation school will not be in a position to discuss potential suitable vacancies until Wednesday 11th May 2022 at the earliest, however we will aim to keep applicants up to date as soon as we can.

Section 2:

Further Information

Less than Full Time Training

If you wish to apply for [LTFT \(Less Than Full Time Training\)](#) then you will be able to do this once you have been allocated a specific programme.

If you have any questions not answered in this document, please contact us at foundation.nw@hee.nhs.uk.

Your STEP Form

Applicants **must** complete a STEP (Supporting Trainees Entering Practice) form. To access the form and *Guidance for Students* please click [here](#).

If you have difficulties accessing this link, the documents can be located on the UK Foundation Programme Office website by clicking on 'Resources' on their home page and selecting Documents: Forms, Guidance and Reports/ Supporting Trainees Entering Practice (STEP).

References

Your referees will be contacted by your employing organisation directly and will still be able to submit these by arranging this directly with them.

Job Offers

This is a matching process and not a job offer. All job offers will be made by the actual employer after successful completion of pre-employment checks. All applicants will be required to attend four mandatory (paid) induction days before they can commence employment.

Once the trusts receive the detail of applicants who have been matched to them, they will contact you directly in May/June 2022 to advise you of the dates of your pre-employment competence screening (PECS). All applicants will be required to participate in pre-employment activity and a trust will not be able to make an offer of employment until this has been completed – Please be mindful of holiday plans around this time to ensure you are able to provide the Trust with the information required.

Trust Induction

Aside from the mandatory (paid) induction days, here in the North West our trusts may offer you the chance to attend a voluntary shadowing period which will give you the opportunity to shadow the exact job you will be taking on. This voluntary period will be confirmed by your future employer and please therefore enquire further details from the relevant PG/Foundation Programme Administrator.

Financial Supplements

Financial supplements for out of hour's duties and on-call arrangements are a matter for the employing trust and as such enquires relating to pay should be directed to the acute site.

Applicants are advised to make the necessary enquiries before selecting preferences to trust and programme. HEE is concerned with curriculum delivery – it does not (nor has it ever been) involved in determining out of hours work and its remuneration.

Frequently Asked Questions

For a full range of FAQ for the Foundation Programme application process please visit:

NWEFS - FAQ: <https://www.nwpgmd.nhs.uk/foundation-training/frequently-asked-questions>

UKFPO - FAQ: <http://www.foundationprogramme.nhs.uk/content/faqs>

Q: I did not want to be matched to this foundation school. Is there any "swap" system for me to change or can I have changes made to my FP application?

A: Swaps and alterations are not permitted under any circumstances by the foundation school or UKFPO at school, group or programme match stages. If you do not wish to accept your allocation to the North West of England Foundation School, you will need to either:

- 1) Continue with the batch round preferencing stage in our foundation school to ensure the likelihood of gaining a training post on the Foundation Programme.
- 2) If your personal circumstances have changed significantly since you applied, and you need to transfer to another foundation school, this may also be possible should you fulfil specific UKFPO transfer criteria. A full set of guidance regarding Inter-Foundation School Transfers and how to apply is published on the UKFPO website.
- 3) Withdraw from the Foundation Programme application process. Applications for the 2023 recruitment round will open in September 2022.

Withdrawing from your FP post

Once you have completed the forthcoming group / programme preference and offers processes, if you consider withdrawing from your allocated Foundation Programme offer/place in future you must inform the North West of England Foundation School and your Medical School as soon as possible. Please also see the following instructions.

- This is irreversible and there will be no opportunity to re-join the Foundation Programme in the current year.
- There will be no opportunity to work as a locum F1 doctor (you are required to have full GMC registration to do this).
- You will not be awarded full registration with the GMC until you have completed F1.
- If you are a UK medical school graduate who wishes to work in the future as a doctor in the UK, you will have to complete the F1 year regardless of any training you have received outside of the UK.
- If you decide to re-apply and the start of the Foundation Programme is two or more years after you qualified from medical school, you will have to apply through Oriel and via the Eligibility route. It is your responsibility to familiarise yourself with the timelines and guidelines for the year that you apply.
- The application process and criteria for applying to the Foundation Programme is under review and there may be changes or additional requirements.
- You have had the opportunity to discuss with the university and/or foundation school the implications of withdrawing from the programme.
- It is not guaranteed you will be offered a post in future. (continued)
- For UK medical school graduates, your medical school will be informed of your decision to withdraw from the application process for the Foundation Programme.
- If you choose to re-apply for the Foundation Programme in future, you will be required to provide all the necessary personal and eligibility information again. This includes evidence of English language proficiency for applicants through the UKFPO's Eligibility Office. Information provided as part of the application process will not be carried across to any future applications.
- If you choose to re-apply for the Foundation Programme in future, you will need to complete all assessments e.g. the SJT. Scores from previous application rounds will not be carried across to any future applications.

Full details of our local processes can be found on our website at the following links:

<https://www.nwpgmd.nhs.uk/foundation-training/2011-2013-recruitment>

<https://www.nwpgmd.nhs.uk/f1-f2-training-programmes-2014-2016>

If you require any further information which is not covered by any of the above, or by the information published on the website then please contact:

Melissa Dixon – Programme Support Officer (Foundation)

at foundation.nw@hee.nhs.uk .

You can follow us on twitter @nw_foundation

The North West of England Foundation School is governed by the national UK Foundation Programme Office (UKFPO) and as such abides by the 'Important Notices' in the national 2022 UKFP Applicants Handbook. Applicants are advised to keep sight of the handbook throughout the entire recruitment process.

Document Control	
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